

E-Learning Day Plan Document

School Code Requirement	District Plan Response
<p>1. Show evidence that Board of Education has</p> <ul style="list-style-type: none"> i. Given notice of public hearing in newspaper of general circulation ii. Provided written or electronic notice to parents or guardians of hearing iii. Written or electronic notice of hearing to any exclusive collective bargaining unit 	<ul style="list-style-type: none"> 1. Notice in paper on 4/1/2020 Villa Grove Journal 2. Notice on website and emailed to all parents 3/27/2020 via school district e-mail system & web site 3. Notice given to all staff and HEA collective bargaining unit 3/27/2020
<p>2. Show evidence of adopted board resolution of research based program(s) for e-learning days. Describe technology, techniques and procedures that will be used on e-learning days</p>	<p>Board Adopted 4/20/2020 during regular board meeting following prior public hearing as advertised</p>
<p>3. Identify hardware and software is required by teachers and staff for the program.</p>	<p>Every teacher/certified staff member has access to district laptop and/or Chromebook. They have used online student programs as well as online assessments with students for several years employing Google Classroom with student accounts at all grades 3-12 and online curriculum at all grade levels including for Language Arts (Wonders), Math (GoMath), and Science (McGraw-Hill)</p>
<p>4. Do all teachers and staff have access to the hardware and software required to deliver the e-learning program?</p>	<p>Every teacher/certified staff member has a district laptop and/or Chromebook. They have used online student programs as well as online assessments with students for several years now.</p>
<p>5. How will the district ensure and verify at least 5 clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an e-learning day?</p>	<p>Teachers will plan for five hours of school work to be completed by each student and will then document completion of that work upon return to school. Through the combination Google Classroom at appropriate grade levels 3-12 and through learning packets at lower grades, the district will provide technology for students as needed through a loan program and through local agencies with technology including the Homer Public Library.</p>

<p>6. How will the district ensure access from home or other appropriate remote facility for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program?</p>	<p>The Homer Public Library offers free access to Internet at their location, including use of Wifi for our school devices and usage of their in-house computers. The district has district Gmail accounts & Google classroom for all students Grades 3-12. Teachers already communicate with students through their shared Google Classroom accounts. For communication with K-2 students, Heritage uses Class Dojo systems and communication through online curriculum for Language Arts, Math, and Science for parents and students. This system allows parents and students to select the method of communication which best suits their needs- they can also choose to receive emails or text-messages. Parents are already very comfortable with this mode of school-to-home communication at all grade levels.</p>
<p>7. How will the district ensure that non-electronic materials are made available to students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology?</p>	<p>Teachers have prepared learning packets especially for Grades K-2 in particular and for all other grades, including for parents who had needs such as no printer at home. Students will be given these materials in advance of any imminent school closure. If school is closed before we are able to distribute the learning packets, we will assemble a group of staff members from each building to go to homes or our designated town bus stops as needed in district and also broadcast through school communications for pick up at school locations. If no one is home, we plan to bring learning packets for delivery to mailbox or front porch etc. These are activities to ensure that the necessary non-electronic materials are already at home or deliverable in a timely fashion in case of school closure.</p>
<p>8. How will the district ensure appropriate learning opportunities for students with special needs?</p>	<p>Special Education and 504 coordinators teachers are partnering with classroom teachers to ensure that accommodations and modification to e-learning plans are made for each student with special needs on their caseload when creating learning packets. When students return from an e-learning day or time period, the case manager will be responsible for discussing and following-up with both IEP & 504 student and parents.</p>
<p>9. How will the district ensure appropriate learning opportunities for students with English Learners?</p>	<p>Heritage would develop a contingency plan for bi-lingual students as the few students who were from past enrollments were tuitioned into the Urbana Schools (district covered transportation and tuition) as the district is too small often times to provide services for ELL. The district would assume to assist the Urbana District in the event of this situation in future for Emergency Days.</p>

<p>10. How will the district ensure appropriate learning opportunities for other students' unique needs as identified by the district?</p>	<p>The district utilizes an instructional approach rooted in differentiation across all K-12 classrooms. Classroom teachers are already experts in meeting the unique needs of all learners. The district will ensure that appropriate learning opportunities are provided for all students by providing flexibility in the e-learning Plan so that not all teachers or students are required to complete cookie-cutter activities which do not meet their needs.</p>
<p>11. How will the district monitor and verify each student's electronic participation?</p>	<p>Each classroom teacher will have the autonomy to monitor electronic and non-electronic participation as is appropriate to their curriculum and subject area. We use Google classroom already on a daily basis Grades 3-12. Teachers are able to track progress from a distance. If there are questions or concerns the teacher will contact the student through school Gmail accounts and vice versa. The teacher will then report back on electronic participation to the district which can be tracked in Google Classroom by class and individual student.</p>
<p>12. How will the district address the extent to which student participation is within the student's control as to the time, pace, and means of learning?</p>	<p>For Grades 3-12 through Google Classroom, teachers are already comfortable with the timing and pacing for digital and personalized learning experiences as we have had this in place for several years. It will be made clear to teachers that participation in e-learning should be measured by the total <i>amount</i> of time not the specific clock hours. Students can complete work at their own pace and time without the limits of specific "periods" for the day.</p>
<p>13. How will the district provide effective notice to students and their parents or guardians of the use of particular days for e-learning?</p>	<p>The district has implemented and will continue to enhance and improve district communication. Current platforms for communication with students and parents include school Gmail Accounts, Google Classroom accounts, district-wide e-mail blasts, district and school level social media including Instagram, Twitter, and Facebook, SchoolMessenger Phone System, and District web site with school specific pages that can be updated on an hourly basis during E-learning clock hours. The district has also contracted and is in development to utilize Aptegey personalized web app for Apple and Android systems by 2020-2021 school year which will be fully integrated with existing platforms listed above.</p>
<p>14. How will the district provide staff and students with adequate training for e-learning days' participation?</p>	<p>All staff members have been regularly trained over the past few years on the variety of usage of Chromebooks, Google Classroom, online learning platforms and new curricula as they have been implemented. It is part of an ongoing professional development plan using funds including Title II for Heritage teachers and staff.</p>

<p>15. How will the district ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, including all classifications of school district employees who are represented by collective bargaining agreements and who would be affected in the event of an e-learning day?</p>	<p>The E-learning Plan Development comes at an opportune time for Heritage District as negotiations for a new collective bargaining agreement with the Heritage Education Association as the current 3-year agreement expires June 30, 2020. Discussions between the board, administration and HEA leadership has been ongoing and that includes the development of an electronic learning plan as the district was preparing to apply for approval. This will include all levels of certified and non-certified personnel as Heritage is a wall to wall district including teachers, aides, bus drivers, custodial and maintenance, and secretaries.</p>
<p>16. How will the district review and revise the program as implemented to address difficulties confronted?</p>	<p>The district will make E-learning plans an agenda item at the next board meeting on April 20, 2020. It will also be discussed and shared with teachers and staff including time for further collaboration either in person or through online meeting software Zoom, which the district is piloting as this plan has been in development. Staff will be surveyed about E-learning days at the end of this school year as working to implement during this school closure period across the state. Parents, students, and stakeholders will be able to provide feedback on an ongoing basis once implemented through the platforms described above for communication.</p>
<p>17. How will the district ensure that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students at least 30 days prior to utilizing an e-learning day?</p>	<p>Due to the emergency nature of this plan development and implementation timeline, the district has in place the mechanism through Zoom online meeting platform to meet remotely with all teachers and staff and this has been tested and ready to utilize to implement and to foster collaboration as plan is put into use during this closure period and for future emergency day usage.</p>